

DUTIES OF MEMBERSHIP SECRETARY

1. Attend general, executive and AGM meetings. Provide reports on membership activities as required.
2. Maintain current and archived membership directory on the club website.
3. Register new and renewing members as they occur. Work closely with the treasurer to ensure annual membership fees are collected.
4. Coordinate with webmaster regarding membership renewal notices via email.
5. Maintain membership forms, membership surveys and new member information sheet on club website. Provide hard copies of each to new members as required.
6. Order member name tags (usually September 30 to have available for October general meeting and November 1 after membership closes to have available for November general meeting).
7. Order blank guest name tags as required.
8. Order discount cards once yearly with September name tags.
9. Staff membership table at general meetings and at plant sale to register new members and/or to take guest fees.
10. Purchase name tag holders as required.
11. Maintain wait list for new members in the event there is a cap on membership, and register new members as space is available.
12. Provide limited information hard copy membership lists for those who require them for the ongoing function of the club activities (list of volunteers to bring goodies to meetings, list of members with associated membership number for treasurer etc.).
13. Send email addresses of new members to Discussion Group moderator.
14. Attend Communication Committee meetings at the call of the Communications Chairperson.

Revised June 2017
South Surrey Garden Club